



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (TYPING)

FRAUD DIVISION

\$1,835 - \$2,370

RESPONSIBILITIES:

Duties will include, but are not limited to handling visitors and performing receptionist duties for Fraud Division Office; answering and directing calls from public; accurately typing detailed reports, letters, graphs, ledgers, charts, memorandums; opening and date stamping incoming mail; making travel arrangements and assisting with preparation of Travel Expense Claims for Division staff; maintaining files for Staff Services Manager and Supervising Fraud Investigator II and other Division Office units; photocopying, faxing, and distributing confidential files for Division Office staff.

DESIRED QUALIFICATIONS:

- ▶Excellent public relation skills and telephone techniques;
- ▶Good typing, transcription and computer skills;
- ▶Willingness to exercise a high degree of initiative and independence in performing assigned tasks;
- ▶Ability to participate and contribute as a team member

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Assistant (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. List Eligible applicants **MUST** present a typing certification for 40 words per minute. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate “DIV OFC OA (T), #176-1379-XXX” on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: APRIL 28, 1999 OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

4/17/2000